

**Parolee Services Network – Fiscal Year (FY) 2007-08  
Policy Guidelines and Work Plan Document**

**A. Work Plan Overview**

1. The Parolee Services Network (PSN) Work Plan is submitted annually by each county and is subject to approval by ADP. The Work Plan is the controlling fiscal and program document for each county. This document also includes the NNA contractual language associated with PSN (Enclosure 1). The Work Plan (Enclosure 2) includes:
  - a. Cover Sheet signed by the county administrator (Enclosure 2, page 1).
  - b. Summary, Section I.
  - c. Allocation Distribution, Section 1A.
  - d. Provider Information, Section II.
  - e. Summary Narrative of each treatment provider of service.
2. The NNA contract must match the units of service and costs approved in the Work Plan. The county must have an approved PSN Work Plan in place before the entire NNA contract can receive final approval.
3. Final settlement of allowable costs is determined using the County's Cost Report and the Work Plan. In no instance will PSN funding be allowed for a cost per unit of service greater than that in the approved Work Plan.

**B. Competitive Bid Process**

1. Each county, whether they contract directly or through subcontract, must select all eligible PSN treatment providers through a competitive bid process once every 36 months. County owned and operated programs are exempt. Counties may incorporate the PSN competitive bid process with the county overall competitive bid process.
2. Representatives from CDCR Regional Parole and ADP will be included in the county's planning and preparation of the bid document and will serve on the selection panel.
3. Prior to final selection of service providers, the county must notify the PSN representative at ADP of the selection decision.
4. The bid process will establish the providers, treatment modalities, units of service, and each provider's maximum cost per unit for the next 36 months. The providers selected by this process agree to provide service at a rate not to exceed the bid rate for the next 36 months. This rate is to be incorporated into



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the county's Work Plan and NNA contract. The 36 months unit rate also applies to county owned and operated programs.

5. The county shall provide for similar services with other approved PSN contractors in the event a provider terminates its contract or fails to perform as required.

**C. County Annual PSN Work Plan**

1. The PSN Work Plan for FY 2007-08 is due to ADP no later than **Monday, May 15, 2007**. The Work Plan will be sent to the PSN County Coordinators under separate cover (Enclosure 2) via ADP's Web-page at [www.adp.ca.gov](http://www.adp.ca.gov). A hold is placed on county PSN funds until the Work Plan is approved.
2. If the county is in the process of administering the Request for Proposal, the county coordinator must submit the Work Plan to ADP before the beginning of the Fiscal Year (July 1, 2007).
3. Program and funding changes are documented in an amendment to the Work Plan and approved by ADP prior to implementation. County proposed changes must be justified in written form. Amendments must be sent to the PSN representative at ADP.
  - a. Work Plan amendments can be made during the Fiscal Year.
  - b. All approved Work Plan amendments must be incorporated into the county's NNA contract.
  - c. The Cost Report will represent the final amendment to the Work Plan.

**D. Funding**

1. Preliminary allocations for FY 2007-08 are listed in Enclosure 3. These funds are 100 percent CDCR General Fund and have no rollover option for unexpended funds.
2. Counties are to use the preliminary allocation for preparing the FY 2007-08 Work Plan. Counties will be notified immediately if there is a change in the allocations.
3. ADP has the authority to redirect funds from one county to another and make a permanent change to a county allocation. ADP will monitor county expenditures at mid-year and advise any county that has not spent 50 percent of the allocation that a redirection of funds may occur for the current fiscal year. (Enclosure 1).

**E. Reimbursement**

1. ADP will reimburse counties for allowable expenses based on the services as approved in the Work Plan. Reimbursement may be at a lesser rate if the actual cost is lower than the approved rate.
2. Counties will not be reimbursed for costs associated with providing services to parolees assigned to Proposition 36 or Substance Abuse Services Coordinating Agency.
3. Unless authorized by an approved Work Plan, counties will not be reimbursed for costs associated with drug testing. Parolees must be drug tested by the Parole Agent of Record.

**F. County Administrative Costs**

1. County administrative costs will be allowed up to a maximum as follows:
  - a. Alameda, Contra Costa, Fresno, Kern, Marin, Napa, Orange, Riverside, Sacramento, San Bernardino, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma Counties will receive ten percent of the base allocation. Additions to that amount will be limited to five percent of the augmentation.
  - b. Los Angeles County: Costs are capped at \$145,272. Additions to that amount will be limited to five percent of the augmentation.
  - c. San Diego County: Costs are capped at \$137,830. Additions to that amount will be limited to five percent of the augmentation.

**G. Objectives of the PSN Projects**

1. Provide a continuum of alcohol or drug abuse treatment and recovery services.
2. To reduce substance abuse and related criminal activity.
3. To reintegrate parolees into society and encourage a clean and sober lifestyle.
4. Provide appropriate placement in community treatment and recovery programs to all parolees eligible under PSN criteria immediately upon release from custody or during the period of parole supervision.
5. Provide 180 days of treatment and recovery services based on the CDCR/DARS Program Guidelines and Treatment Standards (Enclosure 6).

6. Coordinate parolee services through communication and cooperative working relationships among community service providers, parole, DARS, ADP, and county staff to continue improvement of the project.
7. Meet the needs of the client through continual improvement of project.

H. **County Reporting Process and Procedures**

1. On a monthly schedule, all counties will submit a County Monthly Activity Report (Enclosure 4) not more than 45 days after the end of the reporting period.
2. On a monthly schedule, specific to the Fresno, Kern, Los Angeles, Orange, Riverside, Sacramento, San Bernardino, and San Diego Counties:
  - a. Each county shall require all contracted providers within the PSN to establish and maintain an automated Management Information System (MIS), to collect data as identified in the PSN Central Intake Unit Client Admission Form and PSN Transfer/Discharge Form (Enclosure 5). These participating counties shall ensure the accountability and quality of the MIS data.
  - b. The number of admissions counted on the California Outcomes Measurement System (CalOMS) must be the same as the number of participants reported in the MIS database. All data fields in Enclosure 5 must be completed.
  - c. The MIS data file **is due by the 20<sup>th</sup> day of each month** to CDCR Research Branch for data collected the previous month. Two diskettes or direct e-mail shall be mailed to:

Department of Corrections and Rehabilitation  
Research Branch  
Office of Correctional Planning  
1515 S Street, Room 510, South  
Sacramento, CA 95814  
Attn: Bubpha Chen

If the county submits incomplete, unaccountable data or cannot meet the due date, ADP may suspend the reimbursement payment to the county. If reports are delinquent for a two-month consecutive period, the county must submit a correction action plan within two weeks of notice from ADP.

3. Each county must ensure that providers adhere to all data collection and reporting requirements. Counties must submit accurate and timely client information to CalOMS.

I. **County Responsibilities**

1. Each county shall have a procedure for monitoring provider compliance with CDCR treatment standards (Enclosure 6).
2. Counties that provide central intake and assessment services must ensure that county staff performs the percentage of duties funded by PSN.
3. On a case-by-case basis and with the approval of CDCR/Parole, the County has the option to extend a participant's PSN treatment for a maximum of 45 days.
4. Ensure that the full range of approved Work Plan services is available for the entire fiscal year.
5. Ensure that providers have staff coverage in residential treatment and SLE housing on a 24 hour, seven day per week schedule.
6. Sober living environment (SLE) housing can only be provided in combination with clients receiving the non-residential treatment and recovery services listed in the Work Plan.
7. Counties shall comply with Section 11841. (a) and (b) of the Health and Safety Code that states that programs be partially self-supporting by raising revenues including assessing fees for services. Counties shall comply with Section 11852.5. (b) and (c) which state that clients are responsible to pay the charges for services according to ability to pay. Services shall not be denied because of a client's ability or inability to pay.
8. Ensure that all PSN providers are compliant with provisions of the Americans with Disabilities Act.
9. Ensure that PSN funds are used to provide services only to eligible parolees as defined by CDCR/DARS.
10. Make PSN placement available immediately for eligible parolees. If no PSN slot is available for immediate placement, the county must seek other placement options for the parolee.

11. Monitor provider performance. Providers are expected to use 100 percent of contracted units of service as approved in the Work Plan. Counties should request redirection of funds away from providers not meeting the utilization goal.
12. Maintain communication and cooperation in working relationships among the case managers, program providers, parole agents, institution staff, ADP, and CDCR staff.
13. Coordinate, schedule, facilitate and record minutes at PSN meetings. The minutes of meetings will be sent to ADP, CDCR/DARS, and all attendees within 30 days after the meeting. Provide the fiscal year schedule of meetings to ADP. Each County may have as many meetings as needed to meet the objectives of the project.
  - a. At least quarterly County Team Meetings (with county administrators, CDCR, local parole, ADP, case managers, and providers); and
  - b. At least bi-annual Administrators' Meetings (with county administrators, CDCR, ADP, case managers).
14. Counties and providers are strongly encouraged to attend Parole Orientation meetings and/or Police and Community Team meetings (PACT).
15. Maintain a current list of providers, including the primary contact persons, address of site(s) where services are provided, telephone numbers, provider numbers, locations, and mailing addresses.
16. Maintain complete records of PSN capacity, availability of services, and beds/slots.
17. Provide consultation and information to parole agents and other interested PSN-associated staff regarding client progress, treatment and recovery services, and discharge status within the requirements of the State and Federal Health Insurance Portability and Accountability Act and other confidentiality requirements.
18. Parolees are subject to search and seizure at any time while on parole. In provider facilities search and seizure authority is placed within the confines of the confidentiality requirements for other clients.
19. Ensure that providers work cooperatively with parole agents in the commission of their duties and recognize the Release of Information document signed by each parolee.

Parolee Services Network FY 2007-08  
March 28, 2007  
Page 7

20. Submit all data and necessary reports as required by ADP and CDCR to manage the project.
21. Assist ADP and CDCR to develop and implement PSN written guidelines, policies, procedures, and protocols.
22. Maintain continuous evaluation of contract performance and provide copies of provider monitoring and evaluations to ADP's staff.